

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PLAN REVIEW SPECIALIST IV**

**DEFINITION:**

Under general supervision, to review the more complex building plans for compliance with applicable building, zoning, water and sewer, and engineering regulations at a public counter; to lead the work of subordinates; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the super-journey/lead classification in the Plan Review Specialist series. Incumbents of this class perform the full range of duties of the journey-level Plan Review Specialist III class and perform the more difficult engineering or building plan check and permit issuance functions at the plan check counter within a specialized area.

**\* EXAMPLES OF DUTIES:**

- Conducts plan checks of single-family residential additions, second story additions to single-family residences, duplexes, multi-family residences (up to four units, conventional framing) for compliance with the Uniform Building Code, Title 24, zoning, engineering, water and sewer, and minimum structural requirements;
- Checks tenant improvements to commercial buildings for compliance with applicable codes and requirements;
- Checks plans of major commercial buildings for water and sewer requirements;
- Reviews encroachment Removal Agreements;
- Reviews the more complex plans for engineering permits to determine requirements for public improvements and/or land development;
- Leads the work of subordinates which includes assisting in training and providing direction as required;
- Explains and interprets applicable building, zoning, engineering, and water and sewer codes and requirements to developers, architects, and the public over the counter and phone;
- Prepares reports and correspondence.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience performing Uniform Building Code zoning, mechanical, water and sewer, structural and/or engineering plan checks at a level equivalent to the City of San Diego's classification of Plan Review Specialist III. Possession of a valid ICBO (International Conference of Building Officials) Plan Examiner certification dated within the last three years.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.